



EQUAL EMPLOYMENT OPPORTUNITY OFFICE

FORT KNOX, KY 40121

(For use of this poster, see AR 690-600)

POLICY: Management at Fort Knox will provide a workplace free of discrimination and harassment to all employees and applicants. The Fort Knox workforce will mirror the appropriate civilian labor force.

WHAT WE DO: The Fort Knox Equal Employment Opportunity (EEO) program is based on public law and policy designed to ensure an environment free from unlawful discrimination. The EEO program provides employees and applicants a means to have complaints of discrimination or harassment addressed.

To accomplish this part of our mission, this office administers the Department of the Army EEO discrimination complaints program as described in AR 690-600.

EEO COMPLAINT PROCESS:

The complaint process is a two-step process designed to investigate and resolve discriminatory situations at the lowest possible level.

INFORMAL COMPLAINTS: – The purpose of the informal complaint procedure is to resolve complaints. An individual who feels that they have been discriminated against or harassed because of their age; race; religion; national origin; sex; color; physical or mental handicap; or reprisal for participating in sanctioned EEO activities, must contact the EEO Office in order to file a complaint **within 45 calendar days of the incident.** The individual may elect Mediation as the process to resolve their complaint, or an EEO Counselor will attempt to resolve it. If the complaint cannot be resolved during this informal stage, the complainant will be notified of their right to file a formal complaint. Any person wishing to file a complaint is guaranteed access to the EEO office and duty time is authorized for the complaint process.

FORMAL COMPLAINTS: If the complaint is not resolved during the informal stage, the complainant has 15-calendar days in which to file a written formal complaint.

NOTE: Prior to filing a formal complaint, the EEO office must be contacted.

Bargaining unit employees may also file allegations of discrimination through the negotiated grievance procedure. Under the terms of the current Labor Management Agreement, grievances must be filed within 15 calendar days of the event that gives rise to the grievance.

You may also have a right to file a complaint that alleges discrimination with the Merit Systems Protection Board. You should contact the EEO Office, the Civilian Personnel Advisory Center or, if you are a bargaining unit employee, AFGE Local 2302, for further information on this process.

WHO TO CONTACT: The *EEO Office Staff* is located in Pike Hall, Bldg 1310, 50 3rd Avenue, ATTN: IMSE-KNX-EEO, Fort Knox, KY 40121-5230. Specialists within the EEO Office have been assigned responsibility for certain organizations that we service. Please contact the appropriate specialist for information on filing a complaint or visit the EEO web pages on the Fort Knox internet at <http://www.knox.army.mil/> or the intranet, at <http://knoxintra1/portal/>.

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The **Army Director of EEO** is Mr. Ramon Suris-Fernandez, Esq. Deputy Assistant Secretary (Equal Employment Opportunity and Civil Rights), 111 Army Pentagon, Washington, DC 20310-0111